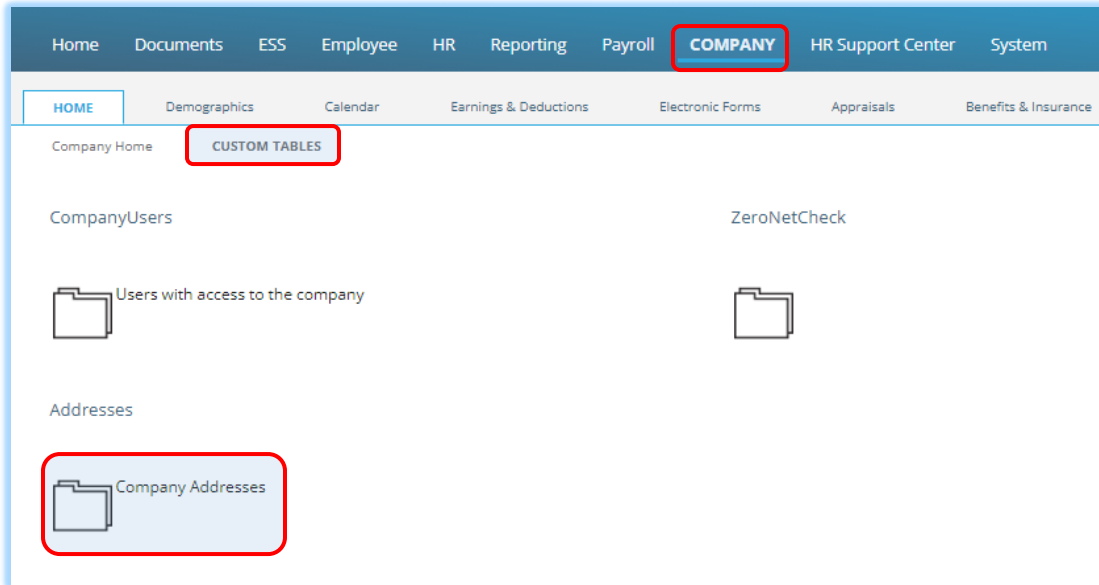
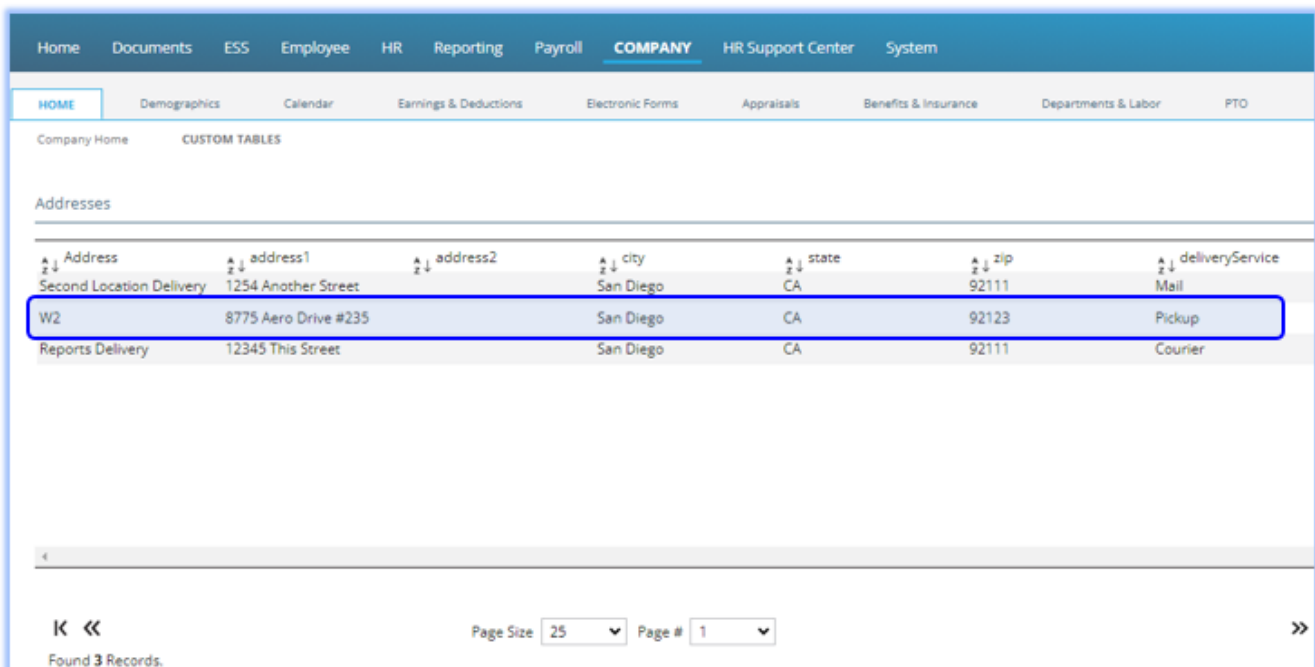


1. Log in to Pay-Net Online, navigate to the company page, and select the Custom Tables tab. Click on the Company Addresses folder (it may be the only one you see).



2. Find and review the address labeled for W2 Delivery. If you need to make a change or update this address, send an email to operations@pay-net.net.
NOTE: the "deliveryService" column may be blank, or display something like "Pickup", but the **ONLY** delivery type available for W2s is Next Day Courier. (Those addresses like PO Boxes that cannot accept courier service will be delivered via USPS Mail.)



The screenshot shows a table of addresses in the Pay-Net interface. The 'W2' address is highlighted with a blue box. The table has columns for Address, address1, address2, city, state, zip, and deliveryService.

Address	address1	address2	city	state	zip	deliveryService
Second Location Delivery	1254 Another Street		San Diego	CA	92111	Mail
W2	8775 Aero Drive #235		San Diego	CA	92123	Pickup
Reports Delivery	12345 This Street		San Diego	CA	92111	Courier

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